

EMPLOYMENT OPPORTUNITY
U.S. EMBASSY RECREATION ASSOCIATION
AMERICAN EMBASSY, RIYADH

JOB TITLE: Little Feet Learning House Manager/Teacher

HOURS: Full Time 40 hours per week with overtime as necessary

SALARY: Hourly wage based on qualifications. U.S. taxes will be deducted if applicable.

The United States Embassy Recreation Association (USERA) is seeking a qualified U.S. citizen for the position of Little Feet Learning House Manager / Teacher reporting to the USERA General Manager. This contract is for one year. The successful applicant will oversee all the operations of the USERA Little Feet Learning House, plus be involved in teaching groups of children ages 2-5 years of age. The following is a summary of the duties, responsibilities and qualifications required for the position.

DUTIES AND RESPONSIBILITIES

- Supervise and manage all USERA Little Feet Learning House activities
- Create/Develop instructional resources for use in Little Feet Learning House
- Review daily planned activities and lessons, ensuring they correspond with the documented curriculum
- Ensure USERA Little Feet Learning House is in compliance with printed State Department regulations and the Childcare Handbook is followed.
- Monitor teachers and children for progress
- Train, encourage, and mentor teachers/assistant teachers
- Maintain a safe and healthy environment
- Plan art, music, and movement activities
- Administer record keeping, continually coordinating with USERA accounting department
- Prepare, with support from USERA accounting, monthly and annual financial performance data in power point.
- Attend monthly staff meetings
- Establish consistent communication with parents and children
- Monitor classroom behavior, able to recognize and address problems to parents and teachers
- Supervise Little Feet Learning House Teachers, Assistant Teachers, Attendants, Aides, and other staff.
- All other duties as assigned by USERA General Manager

REQUIRED QUALIFICATIONS

- Minimum of Bachelor Degree in Education or related field
- Previous teaching experience
- Must have a desire to work with children. Be calm, pleasant, flexible, and cooperate and coordinate with USERA management

DESIRED QUALIFICATIONS

- Experience working with young children ages 1-4
- Must love working with children and be pleasant, calm, flexible, and a team player

APPLICATION PROCEDURE

- Applicants should submit a current resume with cover letter to the USERA office by close of business Thursday, 01 May 2014. Applicant may also submit resume with cover letter to CruzRC@state.gov